



Washington, D.C. 20530

DEC 27 2004

MEMORANDUM FOR HEADS OF BUREAUS

FROM:

Paul R. Corts
Assistant Attorney General
for Administration

SUBJECT:

Self-Declaration Protocol for Environmental Management Systems

Each bureau should be working towards meeting the goals of Executive Order (EO) 13148, "Greening the Government through Environmental Leadership and Management," by having Environmental Management Systems (EMS) implemented at appropriate facilities or at an organizational level by December 31, 2005. Your EMS should follow the ISO 14001 standard or similar standards such as the Environmental Protection Agency's Code of Environmental Management Principles. Beginning in calendar year 2005 each bureau will be asked to certify that their EMS meet the requirements of EO 13148. Before certifying an EMS, each bureau must develop its own self-declaration procedures. The self-declaration procedures should conform to both the EMS Self-Declaration Protocol Guidance issued by the Office of the Federal Environmental Executive, which can be found at http://www.ofee.gov/ems/training/SelfDeclarationProtocol_memo.pdf, as well as the following Department guidance:

- The Global Environmental Management Initiative (GEMI), "ISO 14001 Environmental Management System Self-Assessment Checklist" shall be used as an evaluation guide.
- Internal evaluations shall be conducted annually. Internal reviewers may be from within the respective facility and/or organization.
- External evaluations shall be conducted once every three years, to the maximum extent practicable. External reviewers cannot have a major role within the facility or organizational EMS, but may be from within the respective bureau or another component. Outside contractors may be utilized and are encouraged when budgets allow. External evaluations may be conducted by an ISO 14000 Lead Auditor certified through the American National Standards Institute (ANSI)/Registrar Accreditation Board (RAB) National Accreditation Program or an experienced auditor with knowledge in ISO 14001.

- Each bureau shall ensure that the results of the EMS evaluations are communicated to appropriate personnel and follow-up actions are taken.
- At a minimum of every five years, each bureau's EMS self-declaration procedures shall be reviewed and changed where appropriate due to program or mission changes and to allow for continual improvement of the overall system.
- Bureaus that choose to participate in a federal or state EMS recognition program (e.g. National Environmental Performance Track, Oregon Green Permits Program, New Jersey Silver Track Program) should reflect the respective requirements in their self-declaration procedures.
- Each bureau shall establish a means of certifying their EMS. The certification statement should reflect the level of implementation achieved, i.e. after an internal or external evaluation. This certification will be included in the annual EO 13148 report beginning in calendar year 2005. The following language should be used as a guide when providing your own certification statement depending on the nature of the EMS, i.e. facility or organizational, and the level of implementation: "As the (Environmental Executive or Head of Bureau/Organization), I certify that the following list of appropriate facilities (or organizations) have Environmental Management Systems in place, based on an external (or internal) review that has been completed and reviewed by me and senior level management."

Please provide your bureau's EMS Self-Declaration Procedures to Dawn Gunning, Environmental Program Manager, by February 18, 2005. If your staff has any questions or needs additional information, please have them contact Ms. Gunning or my staff on (202) 353-0761 or at dawn.m.gunning@usdoj.gov.

cc: Bureau Environmental Executives